

# PRINCIPAL JOB EXPECTATIONS

## Background

The Superintendent believes the Principal provides instructional leadership for the school and must be the leader of the school administrative team.

The Superintendent further believes the single-most important activity of the school is to ensure the development a student centered, achievement environment. The Superintendent charges the Principal with the responsibility of monitoring the teaching/learning process and the curricula in the school and with taking steps to ensure the best possible teaching/learning process within the limits of existing resources, Board policy, and administrative procedures.

In order that the many functions may be suitably carried forward, the Principal must be a teacher, an evaluator, a facilitator, coordinator, and change agent. The Principal must possess the necessary training, experience, and personal qualities which will enable the Principal to be a transformational leader. This implies that the talents of the Principal in working with and coordinating an administrative or professional team toward the achievement of goals and the improvement of the total teaching-learning situation become a prime requisite.

## Procedures

1. The Principal shall be responsible and accountable to the Superintendent.
2. The Principal is expected to keep abreast of the latest pedagogical practices through classroom instruction.
3. The Principal is expected to establish school rules and procedures for the efficient and effective operation of the school.
4. The Principal will with respect to students:
  - 4.1 Establish and maintain a system to evaluate, record, and report on student progress;
  - 4.2 Communicate the needs of students to people and agencies who can provide resources;
  - 4.3 Provide for student welfare, health, and safety;
  - 4.4 Communicate with students about rules and regulations;
  - 4.5 Establish a fair and just system for student discipline; and
  - 4.6 Promote high student morale.
5. The Principal will with respect to the school program:
  - 5.1 Develop and articulate each school program giving consideration to:
    - 5.1.1 The needs of individual students;
    - 5.1.2 The needs of community which the school serves; and
    - 5.1.3 An opportunity for input where appropriate from many sources,

- 5.1.4 Including students, staff, parents and other community members;
  - 5.2 Identify specific program objectives;
  - 5.3 Integrate the school program with the needs of the community;
  - 5.4 Ensure the effectiveness of school-parenting reporting;
  - 5.5 Communicate with parents about the special needs of students;
  - 5.6 Schedule school staff and students timetables;
  - 5.7 Ensure that each program area is provided with assistance necessary for an effective teaching process;
  - 5.8 Communicate with staff members regarding program implementation and improvement; and
  - 5.9 Assess programs.
6. The Principal will with respect to staff:
- 6.1 Be sensitive to the human needs of individual staff members;
  - 6.2 Plan for staff development;
  - 6.3 Be responsible in the selection of school-based staff in conjunction with the Superintendent;
  - 6.4 Devise a procedure for his/her school that will result in a fair division of duties which still ensures the integrity of the programs and activities.
  - 6.5 Assign teaching and non-teaching duties;
  - 6.6 Communicate with staff, including:
    - 6.6.1 Involving staff in decision making processes;
    - 6.6.2 Promoting high staff morale;
    - 6.6.3 Coordinating the work of all staff;
    - 6.6.4 Assisting staff with performance improvement;
    - 6.6.5 Evaluating teacher effectiveness; and
    - 6.6.6 Encouraging professional initiative, creativity and experimentation.
7. The Principal will with respect to school management:
- 7.1 Ensure objectives of site-based management are followed;
  - 7.2 Communicate the schools needs regarding facilities;
  - 7.3 Ensure effective planning and allocation of budget resources;
  - 7.4 Ensure janitorial services are properly carried forward and that adequate care is taken of all school property;
  - 7.5 Submit reports on aspects of the operation of the school as required; and
  - 7.6 Ensure adequate security of the school building.
8. The Principal will with respect to the community:
- 8.1 Assess the climate in the school-community setting;

- 8.2 Promote community awareness and support for the school's program, achievements and goals;
  - 8.3 Communicate effectively with parents and the community by such means as conferences, meetings, newsletters and advisory councils;
  - 8.4 Work with staff to develop community resources and use them in the learning process; and
  - 8.5 Promote the community use of appropriate school resources, programs, and facilities.
9. The Principal shall be at work on the organizational program for the school year at least five working days prior to the commencement date of the school year unless prior arrangements are made with the Superintendent.
  10. Since Principals are expected to be on the job five of their summer holidays, prior to the commencement of the school year, they are entitled to five equivalent days leave without loss of pay during the school year.
    - 10.1 Principals require Superintendent approval for two or more "five for five" days to be taken consecutively.
    - 10.2 Five for five days may not be used to extend Christmas, Easter, or summer holiday breaks with the following exception:
      - 10.2.1 Up to two days may be used to extend the Christmas or Easter break provided a two for one approach is used, that is, taking two days uses four of the five for five days.
      - 10.2.2 Extension of the Christmas or Easter Break may only be taken once every 5 years.

Reference: Section 20, School Act